



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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Commissioners

**Carlos Jackson**  
Executive Director

September 6, 2005

Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE THE PURCHASE OF PERSONAL COMPUTERS  
FROM DELL COMPUTERS CORPORATION  
(ALL DISTRICTS) (3 Vote)**

**CIO RECOMMENDATION: ( X ) APPROVE  
( ) APPROVE WITH MODIFICATION ( ) DISAPPROVE**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Executive Director of the Housing Authority to approve a purchase order requisition for the procurement of 150 personal computers from Dell Computers Corporation (Dell), and to use for this purpose \$129,094.62 included in the Housing Authority's approved Fiscal Year 2005-2006 budget.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to procure 150 personal computers for the Housing Authority's Section 8 program.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The purchase order requisition will be funded with a total of \$129,094.62, using funds included in the Housing Authority's approved Fiscal Year 2005-2006 budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Housing Authority's Section 8 program staff currently uses personal computers that are on average three to four years old and have a slow processor speed and, therefore, take more time to open and operate software applications. The current outdated personal computers operate at a slow speed or "freeze" during data entry when accessing Microsoft Access that connects to the Emphasys software application, which maintains the waiting list for Section 8 and Conventional Public Housing, housing inspection and annual landlord re-certification scheduling, and HUD-required tracking of families in the Family Self-Sufficiency Program, among other functions. If this happens, the data is entered incompletely, and subsequently, a system error occurs that requires staff to stop working, shut down the computer and re-boot. All entered data is lost, requiring staff to re-enter all information.

Section 8 staff is also often required to run multiple applications concurrently, such as Microsoft Outlook, Word, Excel, Laserfiche (electronic document management system) and the Emphasys system. The current personal computers do not have enough memory to sustain running multiple applications at the same time, which hinders staff from working more efficiently.

With the purchase of 150 Dell computers, the Housing Authority will upgrade the processor speed and memory of the current personal computers for all Section 8 employees. Each new Dell computer will have a 2.8 GHz processor, 40 GB hard drive and 1 GB of memory, which are the minimum requirements for achieving optimal use of the current software applications.

The outdated personal computers will be properly disposed of through the County's auction program.

On August 24, 2005, the Housing Commission recommended approval of this action. This action has been approved by the County's Chief Information Officer based on the attached analysis.

**ENVIRONMENTAL DOCUMENTATION:**

Approval of the purchase order requisition is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The activities are not subject to the provisions of California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**CONTRACTING PROCESS:**

The Housing Authority is taking advantage of the discounted costs leveraged through the National Association of State Procurement Officials (NASPO), which is less than the Housing Authority's procurement process. The procurement process is consistent with the Housing Authority's policies and procedures.


**IMPACT ON CURRENT SERVICES:**

The purchase of the personal computers will help improve the performance of existing software applications. The new Dell computers will allow Section 8 employees to work more efficiently and effectively with less interruption by system errors.

Respectfully submitted,

Reviewed by:

  
ja CARLOS JACKSON  
Executive Director

  
JON FULLINWIDER  
Chief Information Officer  
COUNTY OF LOS ANGELES

Attachments: 1

## CIO ANALYSIS

### PURCHASE AGREEMENT WITH DELL COMPUTER CORPORATION FOR PERSONAL COMPUTERS FOR THE COMMUNITY DEVELOPMENT COMMISSION (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION  
☐ DISAPPROVE

**Contract Type:**

☐ New Contract ☐ Contract Amendment ☐ Contract Extension  
☐ Sole Source Contract ☒ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: 1 Yrs # of Option Yrs: 0

**Contract Components:**

☐ Software ☒ Hardware ☐ Telecommunications  
☐ Professional Services

Project Executive Sponsor: Carlos Jackson, Director, CDC

**Budget Information :**

Y-T-D Contract Expenditures	\$0
Requested Contract Amount	\$129,095
Aggregate Contract Amount	\$129,095

**Project Background:**

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? The personal computer project is 100% subvented by the U.S. Department of Housing and Urban Development (HUD).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

**Strategic Alignment:**

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan? The personal computer project supports the County's Strategic Plan Goal 3: Organizational Effectiveness.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan? The personal computer project is contained within the Commission's Business Automation Plan for FY 2005-2006.

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document? The personal computer purchase complies with the vendors in the County's preferred personal computer master agreement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT and security Standards? The personal computer vendor choice complies with the County's personal computer master list of preferred vendors.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has data for this contract and/or project been entered into the Information Technology Tracking System (ITTS). The personal computers will be a one time shipment to the Commission and is not required to be entered into the ITTS. The equipment will be deployed by the Commission's information technology staff.

**Project/Contract Description:**

The Community Development Commission (Commission) is seeking your Board's approval to execute a one-year Purchase Agreement with Dell Computer Corporation (Contractor) to purchase 150 personal computers at a not-to-exceed cost of \$129,095.

There is no impact on the County's General Fund. The funds will originate from the Commission's approved Fiscal Year 2005-2006 budget. On August 24, 2005, the Housing Commission recommended approval of this action.

**Background:**

The Housing Authority's program staff is using personal computers that are outdated and lock up when accessing a software application that maintains the waiting list for multiple Section 8 functions. When this happens, all entered data is lost, requiring staff to re-enter the information.

With the purchase of 150 Dell computers, the Housing Authority will upgrade the processor speed and memory of the current personal computers for all program staff. Each new Dell computer will have a 2.8 GHz processor, 40 GB hard drive and 1 GB of memory. The outdated computers will be properly disposed of through the County's auction program.

**Project Justification/Benefits:**

The purchase of the personal computers will help improve the performance of existing software applications. The new Dell computers will allow program staff to work more efficiently and effectively with less interruption caused by loss of information during data entry. Acquisition of current personal computers and Microsoft Windows Operating Systems allows the Commission's information technology (I/T) staff to install and maintain the latest security patches from Microsoft to ensure the Commission's network remains secure from virus attacks.

### **Project Metrics**

Dell Computer will be shipping the personal computers directly to the Commission's facility for distribution and installation by the Commission's I/T staff.

### **Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved**

The short term impact of not approving the Purchase Agreement is that the Commission's program staff will continue to experience operational inefficiencies when using their desktop personal computer for conducting the Commission's business. A longer term impact of not approving the Purchase Agreement is that the Commission will not be able to upgrade the software on the personal computer as new technology is introduced by Microsoft. Not remaining current with Microsoft's support software will result in a security risk to the County.

### **Alternatives Considered:**

Dell Computer is the Commission's recommended standard for personal computers.

### **Project Risks:**

Risks associated with this personal computer acquisition are minimal. Dell Computer Corporation is an approved County agreement vendor and they are providing a three year warranty on this equipment.

### **Risk Mitigation Measures:**

None.

### **Financial Analysis:**

The total cost for the personal computer project is \$129,095. The funds will originate from the Commission's approved Fiscal Year 2005-2006 budget. On August 24, 2005, the Housing Commission recommended approval of this action.

### **CIO Concerns:**

None.

**CIO Recommendations:**

My office recommends the approval of the proposed acquisition by the Board.

**CIO APPROVAL**

Date Received: 8/15/2005

Prepared by: JAMES HALL

Date: 8/25/2005

Approved: Jonathan Embling

Date: 08/25/2005